



# **DIVISION OF CORRECTIONS TRAINING**

## 2009 ANNUAL REPORT

---

### **DEPARTMENT OF CORRECTIONS**

**Chris Kleymeyer**  
Director

P.O. Box 2400  
Frankfort, KY 40602  
502-564-4795 ext 236 or 252

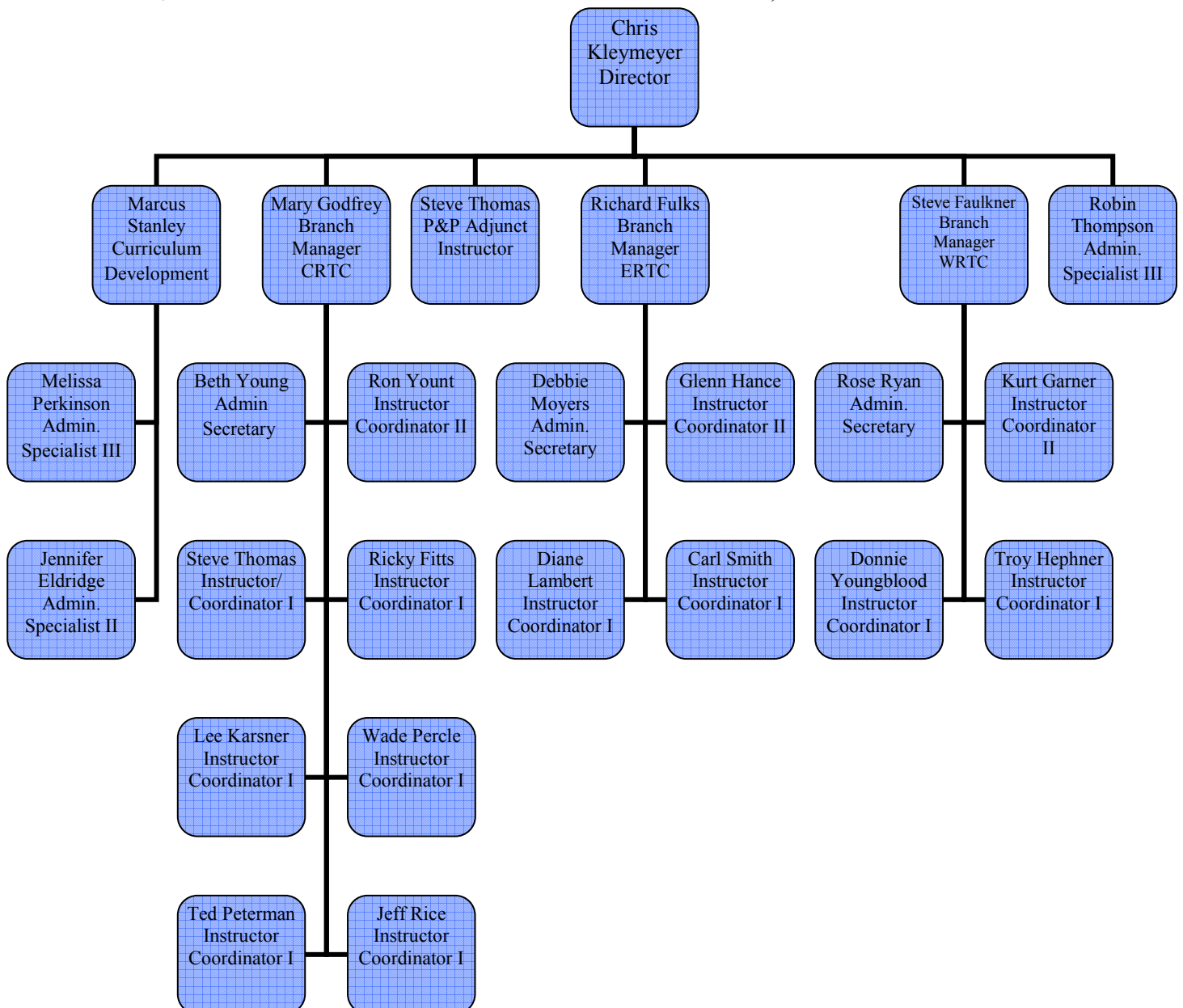
[chris.kleymeyer@ky.gov](mailto:chris.kleymeyer@ky.gov)

[www.corrections.ky.gov/deptdiv/training](http://www.corrections.ky.gov/deptdiv/training)

## Mission Statement of the Division of Corrections Training

*“The Division of Corrections Training (DCT) is charged with planning, coordinating and conducting training for three diverse populations of correctional professionals within the Commonwealth of Kentucky. The DCT develops the majority of the new employee and continuing education curriculum for the Correctional Officers and staff of the thirteen adult Kentucky correctional institutions, the Probation and Parole Officers and staff of the nineteen Probation and Parole Districts and annual training for the elected Jailers and their staff within the one hundred twenty counties of Kentucky.”*

The DCT Director, Chris Kleymeyer, maintains one office in Frankfort, Kentucky which provides administrative supervision of all DCT operations. This office is staffed with one Administrative Assistant (Robin Thompson). This location allows the DCT to have a presence in the Department of Corrections Central Office and locates the Director as equi-distant as possible between the three regional training centers (56 miles from the CRTC, 112 miles from the ERTC and 221 miles from the WRTC).



## **The DCT Operates Three Regional Training Centers across the Commonwealth**

The Central Region Training Center (CRTC) is located between the Kentucky State Reformatory (KSR) and the Roederer Correctional Complex (RCC) in LaGrange, Kentucky. The CRTC consists of a 5,525 sq. ft. classroom complex (building # 30774086) constructed in 2004/2005 at a cost of \$217,300.00. During 2006, a construction project was initiated to expand the CRTC by adding a second building, the Harold E. Black Training Center, which has 9,600 sq. ft. of additional classroom, office and storage space. This project (building # 30774384) was completed during the summer of 2007, at a cost of \$347,688.37. The CRTC was staffed by a Branch Manager (Mary Godfrey), a Senior Training Instructor (Ron Yount), six Training Instructors (Steve Thomas, Lee Karsner, Wade Percle, Ted Peterman, Ricky Fitts and Jeff Rice) and an Administrative Secretary (Beth Young). The CRTC staff currently has, on average, over 18 years experience within corrections. The CRTC provides staff instruction to seven adult correctional institutions; Kentucky State Reformatory (KSR), Roederer Correctional Complex (RCC), Luther Luckett Correctional Complex (LLCC), Kentucky Correctional Institution for Women (KCIW), Frankfort Career Development Center (FCDC), Northpoint Training Center (NTC) and Blackburn Correctional Complex (BCC); eleven Probation and Parole Districts (Districts 4, 5, 6, 7, 9, 12, 14, 16, 17, 18 and 19); elected jailers and their staff within fifty-seven counties of the Commonwealth in a habitual daily support relationship.



Central Region Training Center  
P.O. Box 69  
LaGrange, Kentucky 40031  
502-225-9755

<http://www.corrections.Kentucky.gov/deptdiv/central.html>

In October 2008, it was decided to assign the **Kentucky State Reformatory (KSR) Institutional Training Coordinator's (ITC's)** offices and classroom space within the CRTC; and to place the responsibility of managing the KSR staff training operations under the supervision of the DCT for a one year trial basis (1 January 2009 until 31 December 2009). This initiative was designed to determine if doing so would result in a more effective institutional training program with increased efficiencies and cost savings. During November and December 2008, the KSR ITC's and their equipment were moved into the CRTC buildings. They began conducting classes at the CRTC location in January 2009. The initiative was very successful. However, it was ultimately decided to leave all Institutional Training Coordinators as members of the institutional staff.

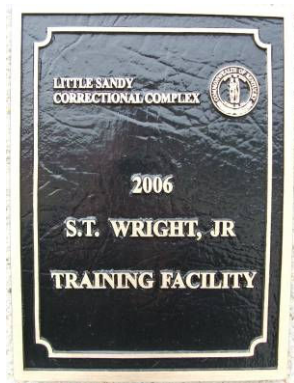
The **Curriculum Program Office** is co-located within the CRTC. The Curriculum Program Office is responsible for management of the curriculum development process, the archiving of all departmental curriculums and the daily administration of the Department of Corrections Computer Based Training (CBT). The Curriculum Program Office was staffed with a Program Manager (Marcus Stanley) and two Administrative Specialists (Melissa Perkinson and Jennifer Eldridge).



Curriculum Branch  
Central Region Training Center  
P.O. Box 69  
LaGrange, Kentucky 40031  
502-225-9755

<http://www.corrections.Kentucky.gov/deptdiv/central.html>

The **Eastern Region Training Center (ERTC)** is located in the S.T. Wright Training Building (building # 30780016) on the grounds of the Little Sandy Correctional Complex (LSCC) in Sandy Hook, Kentucky. The ERTC consists of a 6,710 sq. ft. classroom complex, armory and a firing range constructed in 2004/2005 at a cost of \$637,868.72. The ERTC was staffed by a Branch Manager (Richard Fulks), a Senior Training Instructor (Glenn Hance), two Training Instructors (Carl Smith and Diane Lambert) and an Administrative Secretary (Deborah Moyers). The ERTC staff has, on average, over 17 years experience within corrections. The ERTC provides staff instruction to three adult correctional institutions; Little Sandy Correctional Complex (LSCC), Eastern Kentucky Correctional Complex (EKCC) and the Bell County Forestry Camp (BCFC); four Probation and Parole Districts (Districts 8, 10, 11 and 15); elected jailers and their staff in twenty-eight counties of the Commonwealth in a habitual daily support relationship



Eastern Region Training Center  
P.O. Box 87  
Sandy Hook, Kentucky 41171  
606-738-4628

<http://www.corrections.Kentucky.gov/deptdiv/eastern.html>



The **Western Region Training Center (WRTC)** is located in the Bill Cunningham Training Building (building # 30775006) on the grounds of the Western Kentucky Correctional Complex (WKCC) in Fredonia, Kentucky. The WRTC consists of a 5,463 sq. ft. classroom complex constructed in 2004/2005 at a cost of \$250,000. The WRTC was staffed by a Branch Manager (Steve Faulkner), a Senior Training Instructor (Kurt Garner), two Training Instructors (Donnie Youngblood and Troy Hephner) and an Administrative Secretary (Rose Ryan). The WRTC staff has, on average, over 17 years experience within corrections. The WRTC provides staff instruction to three adult correctional institutions; Western Kentucky Correctional Complex (WKCC), Kentucky State Penitentiary (KSP) and Green River Correctional Complex (GRCC); four Probation and Parole Districts (Districts 1, 2, 3 and 13); elected jailers and their staff in thirty-six counties of the Commonwealth in a habitual daily support relationship.



Western Region Training Center  
P.O. Box 570  
Eddyville, Kentucky 42038  
270-388-0241

<http://www.corrections.Kentucky.gov/deptdiv/western.html>

## **Status of Training Regionalization Initiatives in 2009**

During 2009, the Department continued to progress on an initiative to establish the three regional training centers on institutional grounds and conduct training on a regional basis. While implementing regionalization, the Department realized an initial annual savings of fixed costs in excess of \$288,429.16.

Prior to the regionalization initiative, all departmental training occurred at the 17,308 sq. ft. Louisville Corrections Training Center. During the last year of operation, the Louisville facility (312 Whittington Parkway) was billing the Department \$177,753.12 for annual rental, \$9,356.04 for utilities and \$4,320.00 for janitorial/maintenance services. The Department also incurred \$97,000.00 annually for dormitory space at the University of Louisville. Additionally, the Department was providing three meals daily at the Piccadilly Cafeteria, the University of Louisville cafeteria, or the Pick Way Grocery Market for all students at a cost of \$5.00 for Breakfast, \$5.95 for lunch and \$7.75 for dinner. A typical trainee incurred \$375.00 in meal costs while attending the Correctional Officers Basic Course at the Louisville Corrections Training Center in addition to their mileage and overtime costs associated with their travel from their home to Louisville and return each week.

After implementation of regionalization, the Department was able to provide meals to the trainees within the correctional facilities, which are adjacent to the regional training centers, at a cost of \$0.826 per meal. Our current typical meal cost, per trainee, while attending the Correctional Officers Basic Course, is currently \$37.17, with a savings of \$337.83 in meal costs per trainee.

The University of Louisville determined that the buildings they were renting to the Department required extensive renovation and the costs of renovation were not fiscally prudent. The University decided to demolish the dormitories utilized by the Department of Corrections to house trainees. This decision necessitated that all trainees attending training in Louisville, outside their assigned work county, needed overnight commercial accommodations. This increased the costs to train departmental personnel in Louisville significantly. After regionalization, the regional training centers worked extremely hard to locate vendors in their respective areas who would provide overnight housing for trainees at a fair price. The DCT currently, on average, pays \$30.00 a night per trainee in housing costs. In 2009, the DCT provided overnight housing for only 658 trainees of the 5,110 who attended training during 2009 (12.9%). Additionally, during 2008, discussions occurred with the newly appointed warden of the Kentucky State Reformatory (KSR), Warden David Donahue, concerning the possibility of housing employees in training at the CRTC within the staff housing areas of the KSR at little or no cost. During February 2009, the CRTC began to house employees attending training at the CRTC within the KSR facilities as space permitted. Housing of trainees within KSR was discontinued in 2009. The DCT continues to explore additional initiatives to decrease the costs of housing DOC staff while attending DCT training.



**2009 Commissioner's Executive Leadership Program**

Our efforts to regionalize training have resulted in the elimination of real property rental costs, the associated maintenance and janitorial costs for rental properties, reduced meal costs and significantly reduced the number of departmental employees who require overnight accommodations to attend training. Since January 2005, the

DCT has constructed four buildings with a total of 27,298 square feet of space for training (an increase of 9,990 square feet more than the 17,308 square feet in the old Louisville facility) at a cost of \$1,452,857.09. Three of the four buildings were constructed primarily with inmate labor on institutional grounds. The ERTC building was commercially built on institutional grounds. By January 2010, the savings realized since 2004, by building our own training facilities instead of renting training facilities, have paid for the construction of the four new buildings.

Additionally, the Department has incorporated a significant amount of Computer Based Training (CBT) into all of its programs of instruction. Currently, 40 hours, which is 25% of the Correctional Officers Basic Course (COBC) and 40 hours, which is 33% of the Probation and Parole Officers Basic Course (P&POBC) are conducted by CBT. This allows the newly hired staff of the adult correctional institutions and the probation and parole districts to complete their CBT training at their normal work location before attending the remainder of their required training at the training centers. During 2009, the department had 706 newly hired staff attend the COBC or the P&POBC. Since the



**2009 CERT BASIC TRAINING  
TASER EXPOSURE, SECRETARY  
J. MICHAEL BROWN**



**CERT BASIC TRAINING  
DIRECTOR CHRIS KLEMEYER**

Department has incorporated CBT into both of these programs of instruction we were able to

save the cost of a week worth of travel costs (\$.43 per mile for privately owned vehicle usage) for these 706 new employees. If each of these 706 employees would have traveled only 40 miles a day to attend classroom training at one of the regional training centers (which is a very conservative estimate), it would have cost the Department \$12,143.20 in

travel costs. Of these 706 new employees, 116 employees were assigned to work locations, which are far from the regional training centers, they were authorized overnight accommodations. If these 116 employees had attended 40 hours training at the regional training

centers instead of completing the training by CBT it would have cost the Department approximately \$17,400 in hotel accommodations and \$17,400 in per diem. With this one week of CBT incorporated into the COBC and the P&POBC, the DCT has saved the DOC an average of approximately \$50,000 plus annually in mileage, overnight accommodations, and per diem costs since 2004/2005.

### **Curriculum Revision and Development During 2009**

The DCT continued to strive to meet the training needs of the Commonwealth's correctional professionals by developing and presenting additional training programs which were identified as being needed during the training needs assessment conducted with the departmental leadership and wardens, the quarterly Training Advisory Committee (TAC) meetings, the probation and parole district meetings and the Kentucky Jailers Association (KJA) Curriculum Committee meetings.



The curriculum revised and developed during 2009, is listed below under the responsible regional training center:

**Central Region Training Center – New Curriculum and Revisions during 2009**

Basic Academy Week #1	Probation and Parole Officer Basic Academy and Officer In service
Self Defense for Corrections Professionals	Your Role as a Probation & Parole Officer
Verbal Advantage/Communication Skills	The Use of a PSI to Supervise Offenders
Professionalism/Cultural Awareness	Criminal Thinking
Fire Safety	Changing Behavior
Legal Rights of Inmates/Staff Liability	Professionalism/Cultural Awareness
Critical Incident	Graduated Offender Management
Hostage Situations	Verbal Advantage/Communication Skills
Use of Force	Drug Awareness
Supervision of Offenders	Self Defense for the Correctional Professional
Mental Health Issues	CPR/AED/First Aid
Use of Radios	Summarizing Case Information
CPR/First Aid	Home Visits
Sex Offender Registration	Area Searches
Prioritizing Time: Introduction to Case Audits	Team Building
Office Contacts/Offender Interviews	Computer Based Training (CBT)
Security Skills	Firearms
Probation & Parole Firearms	Deputy Jailer
Cultural Diversity	
CERT Basic	

**Eastern Region Training Center – New Curriculum and Revisions During 2009**

Use of Force	The Dynamics of Communication
Inmate Manipulation & Staff Sexual Misconduct	Listening and Responding
Surviving Hostage Situations	Written Communication
CC Introduction	K.E.A.P.
Critical Incident	True Colors
Corrections Basics	Evaluation Training
Controlled Force	Diversity
Avoiding Manipulation	Coping with Stress
Fire Safety	Counseling and Discipline
Adult CPR-AED	Assessing and Coaching
Controlled Force	Team Building
Officer In-Service Introduction and Registration	Staff Sexual Misconduct with Inmates/PREA
The Role of a Supervisor	Sexual Harassment
Taking the Step up to a Supervisor	Evidence Preservation
Supervisory Competencies	Supervising Cell Entries
Liability Issues	Investigative Interviewing
Introduction to CBT	Investigation/Documentation Practical Exercise
Use of Restraints	Impromptu Exercise
Body Searches	Role of the on-Site Trainer
Surviving Hostage Situations	How Adults Learn
Report Writing	Needs Assessments/Training Objectives
Transportation Review	Learning Strategies
Building, Area, Vehicle Searches	Working with Lesson Plans
Self Defense for the Correctional Professional	Using AV Equipment Effectively

## Using Restraining Devices/Handcuffing

## Security Evaluation

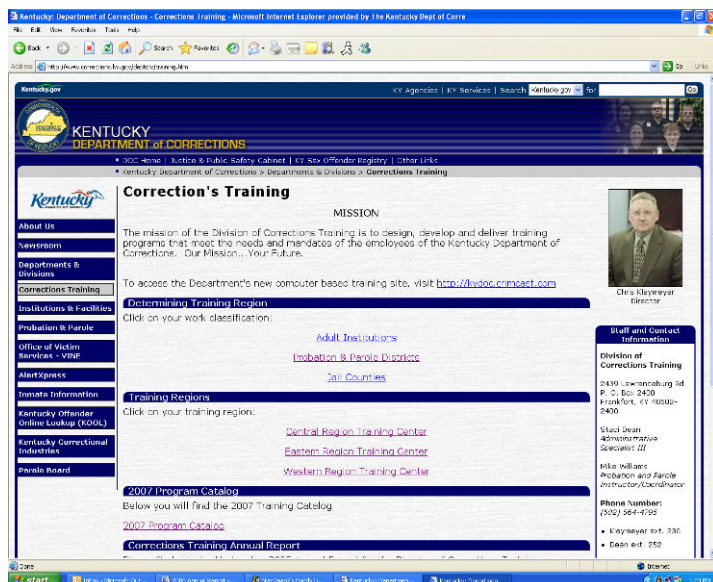
### Western Region Training Center– New Curriculums and Revisions during 2009

Use of Force Review  
Weapon Nomenclature  
Controlled F.O.R.C.E. & Weapon Retention Group  
Practice & Skill-out  
Evaluation & Post-Test  
Probation & Parole Basic – Week 2  
Use of Force  
Safe Handling of Firearms  
Introduction to Glock  
Loading/Unloading w/Tactical & Emergency  
Reloading  
Malfunction Drill  
Off Duty Home Safety  
Weapons Retention w/Practice Weapons Inspection  
Single Tap Slow Fire Exercise  
Malfunction Drill/Live  
Double Tap  
Tactical/Emergency Reload Live Fire  
Glock Disassembly, Cleaning & Maintenance  
Tactical Use of Cover  
Instinctive Shooting  
Precision Firing  
Flashlight Techniques  
Dim Light Firing  
Target Recognition  
OC Spray  
Prioritizing Time: Introduction to  
Basic CERT for Jailers  
Justification of Force  
Gas Mask Maintenance, Use & Decontamination  
Weapons/Equipment Overview

Confrontational Avoidance Techniques  
Basic CERT  
Chemical Agents Practicum  
Edged Weapon Awareness  
Use of Force  
Uniform Standards & Appearance  
Hostage Negotiation Functions  
Critical Incident  
Gas Mask Use and Maintenance  
Controlled F.O.R.C.E.  
OC Chemical Irritants Practicum  
Long Riot Baton  
Combat Course  
Riot Control Formations w/Shotgun  
Riot Control Formations w/Gas Mask  
Riot Control Formations w/Shotgun (live fire)  
Mock Escape  
Chemicals Agents Less Lethal – Distraction  
Devices Practical Application  
Simulated Emergency Situations  
TASER End User  
TASER  
Chemical Agents  
OC End User  
Controlled F.O.R.C.E.  
Use of Less Lethal Weapons  
Cell Extraction  
Shield & Spray Team Concept  
OC Aerosol Certification/Re-Certification  
Chemical Agents Dispersing Methods

## DCT Web Page

The DCT continued to improve and enhance the DCT web page by adding requested information needed within the correctional field, i.e. contact information for the DCT staff, annual training schedules, annual reports, specific course information, etc. This initiative provided the information in an easily retrievable format that was continuously available for the Adult Institutions, Probation and Parole Districts and County Jails. The DCT page contained information each would need to plan and schedule subordinate training, compile American Corrections Association inspection files as well as provide input to the DCT concerning their specific training needs.



## New Initiatives for 2009

In accordance with Kentucky Revised Statute section 441.115, the DOC is required to maintain a jail staff training program to provide training for jailers and jail personnel consistent with the standards promulgated pursuant to KRS 441.055. By statute, the DOC is prohibited from charging a fee for training jailers, their deputies, or jailers-elect. Historically, the DCT has provided this training by sending teams of DCT staff to numerous locations throughout the Commonwealth. After the success of the Computer Based Training (CBT) within the correctional officer and the probation and parole officer programs of instruction during 2005 & 2006, the DCT was tasked to produce CBT training modules for the jailers and their deputies during 2007. The DCT produced an initial 21.5 hours of Deputy Jailer CBT modules during 2007. During 2008, 24.5 hours of Deputy Jailer CBT modules were produced; during 2009 32.0 hours of Deputy Jailer CBT modules were produced within the CRIMCAST system for the 120 elected Kentucky jailers and their staff. This CBT curriculum is available to the jail staffs for their use 24 hours a day, 365 days a year.



The chart below reflects the progress of the Kentucky Department of Corrections in its initiative to incorporate CBT into its training program from inception in 2005 through January of 2010.

### Crimcast Compilation Report

<i>Report Information</i>	<b>FY 2005</b>	<b>FY 2006</b>	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY 2010</b>
Number of Offline Courses	84	1,526	2,280	4,204	4,818	6,868
Number of Online Courses	9	35	100	173	220	321
Number of Students (Active and Inactive)	3,721	8,343	10,148	12,623	13,066	15,242
Total Number of Active Users	Data n/a	7,267	8,049	8,720	8,772	9,214
Total Number of Active Students Enrolled in Offline Courses	Data n/a	Data n/a	7,023	8,404	8,535	8,168
Total Number of Active Students Enrolled in Online Courses	Data n/a	4,704	5,120	5,660	5,665	6,545
Total Number of Online Training Records	Data n/a	15,990	101,473	164,031	195,180	265,828
Total Number of Offline Training Records	Data n/a	37,461	49,771	80,763	88,690	126,055
Total Number of Training Records	Data n/a	83,451	151,244	244,776	283,870	391,883
Total Number of Administrator Accounts	5	95	231	242	282	342

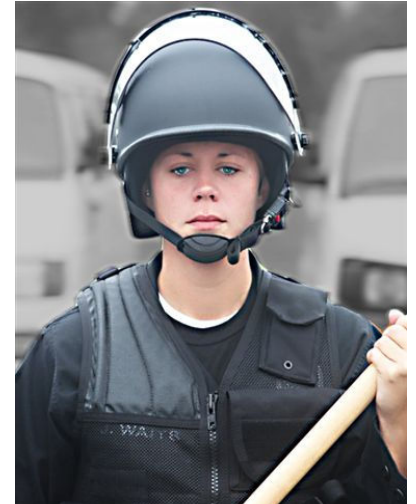
## Training Methodology for Correctional Officers

Currently, a new corrections officer will complete the Corrections Officer Basic Course (COBC) by attending his/her New Employee Orientation (NEO) training at the institution in which he/she was hired. The Institutional Training Coordinator (ITC) oversees the NEO instruction and the Phase I portion of the COBC. The Phase I portion of COBC is equivalent to 40 hours of classroom training delivered by CBT within the institution's computer lab. After completing the NEO and Phase I of COBC at the hiring institution, the trainee will complete Phase II of the COBC at one of the three training centers. Upon completion of NEO, Phase I of COBC and Phase II of COBC, the new correctional officer returns to his/her hiring institution for the remainder of their eight month probation period. Upon return to their institution the newly trained correctional officer will receive an additional 40 hours of Officer Common Core and Officer In-Service training annually.

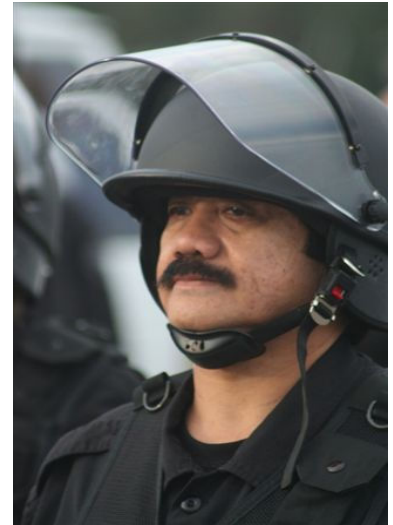


## Training Methodology for Probation and Parole Officers

Currently, a new probation and parole officer completes the Probation and Parole Officer Basic Course (P&POBC) by attending his/her New Employee Orientation at the Probation and Parole Office in which he/she were hired. The Assistant District Supervisor oversees the NEO and Phase I of the P&POBC. The Phase I portion of the P&POBC is equivalent to 40 hours of classroom instruction delivered by CBT on the new probation and parole officer's assigned laptop computer. After completing the NEO and Phase I of the P&POBC, the new officer completes Phase II of the P&POBC at the Central Region Training Center. Upon completion of the NEO, Phase I of the P&POBC and Phase II of the P&POBC, the new officer returns to his/her assigned probation and parole office for the remainder of their six month probation period. Upon return to the district, the newly trained probation and parole officer will receive an additional 40 hours of probation and parole in service annually.



**2009 CERT BASIC TRAINING**



## Elected County Jailers and their Deputies

Currently, Kentucky Revised Statutes (KRS) 196.070, Duties of the Commissioner of the Department of Corrections Training Programs, KRS 441.055, Regulation of Jails Adoption and Revision of Standards and KRS 441.115, Jail Staff Training Program and Jailer's Training Expense Allowance, require the Department of Corrections to provide a minimum of forty hours of training annually for the elected jailers and sixteen hours of training annually for their staff at no cost to the jailers. The DCT develops a curriculum, annually, in cooperation with a curriculum committee appointed by the Kentucky Jailers' Association. The DCT provides the jail deputy curriculum to county jails for delivery by members of the jailer's staff, who have been trained by the DCT, to act as adjunct instructors. DCT staffs from the three regional training centers also conduct numerous iterations of the Annual Jail Deputy Training throughout the Commonwealth at locations requested by the Kentucky jailers. The jail deputy CBT curriculum is available for any jail staff that needs the training in addition too, or in lieu of, the classroom training. The elected/appointed jailers meet the majority of their 40 hour annual training requirement by attending one or both of the annual Kentucky Jailers' Association Conferences.

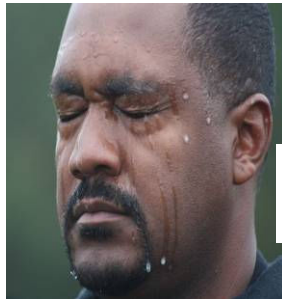


## Training Load

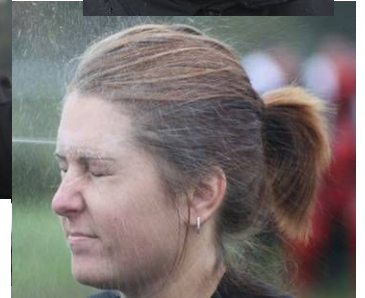
The Division of Corrections Training continues to support the three diverse populations of correctional professionals within the Commonwealth of Kentucky by providing both classroom and Computer Based Training (CBT).

The chart below lists, by regional training center, the three major Programs of Instruction (POI) categories the DCT conducts for corrections professionals within the Commonwealth. These categories include the standardized programs available to all

employees such as the Corrections Officer Basic Course (COBC), the Probation and Parole Officer Basic Course (P&POBC) and the Jailer and Deputy Jailer Annual Training, the specialized courses such as the new supervisors courses, the instructor courses, and the Correctional Emergency Response Team (CERT) courses and the requested courses such as Oleoresin Capsicum (OC) certification, TASER certification, etc.



**2009 CERT BASIC TRAINING  
OC EXPOSURE**



### Division of Corrections Training Classroom Activity CRTC

2009

	Number of times Conducted	Number of Trainees	Housed if Applicable	Instruction Hours
Standard				
CO Basic Week 1	10	401	75	400
CO Basic Week 2	10	296	74	400
CO Basic Week 3	10	282	73	400
Deputy Jailer	22	507	0	352
Probation & Parole In-Service	12	295	169	192
P&P Basic Week 1	4	54	37	160
P&P Basic Week 2	4	50	33	160
CC/OIS	0	0	0	0
Specialized				
Basic CERT	0	0	0	0
Basic Supervisors Course	2	17	2	80
Chemical Agents	1	11	3	40
Corrections Professionals	3	76	18	24
Defensive Tactics - Instructor	0	0	0	0
FA Instructor Re-Qualification	9	86	1	72
FA Revolver/Shotgun Instructor	9	23	10	48
FA Rifle Instructor	1	4	0	40

FA Semi Auto Instructor	1	9	3	32
Jail CERT	0	0	0	0
Joint CERT	0	0	0	0
Program Reviews	0	0	0	0
TASER - End User	3	47	0	52
Train-the-Trainer	1	16	1	40
Train-the-Trainer Standard First Aid	3	19	0	120
Crimcast	4	35	0	14
Request				
PR-24	0	0	0	0
Evaluation Training	0	0	0	0
SFA/CPR/AED	0	0	0	0
NEO	9	111	0	360
Common Core	22	489	0	320
OIS	16	324	0	256
OC End User	0	0	0	0
Female Body Search Review	0	0	0	0
DOCJT	0	0	0	0
P&P Sensitivity Training	0	0	0	0
Computer	2	21	0	8
Classification Training	0	0	0	0
Specialized	1	21	0	4
MILO	0	0	0	0
Totals:	159	3,194	499	3,574

**Division of Corrections Training Classroom Activity**  
**2009 ERTC**

	Number of times Conducted	Number of Trainees	Housed if Applicable	Instruction Hours
Standard				
CO Basic Week 1	6	93	0	240
CO Basic Week 2	6	64	0	240
CO Basic Week 3	6	63	0	240
Deputy Jailer	12	121	0	192
Probation & Parole In-Service	3	77	49	48
P&P Basic Week 1	0	0	0	0
P&P Basic Week 2	0	0	0	0
CC/OIS	0	0	0	0
Specialized				
Basic CERT	0	0	0	0
Basic Supervisors Course	2	17	1	80
Chemical Agents	0	0	0	0
Corrections Professionals	1	12	1	8
Defensive Tactics - Instructor	2	14	1	32
FA Instructor Re-Qualification	2	27	2	20
FA Revolver/Shotgun Instructor	1	11	0	40
FA Rifle Instructor	1	7	0	40
FA Semi Auto Instructor	1	9	4	40
Jail CERT	0	0	0	0
Joint CERT	0	0	0	0
Program Reviews	1	9	0	3
TASER - End User	5	34	0	64

Train-the-Trainer	1	3	0	40
Train-the-Trainer Standard First Aid	0	0	0	0
Crimcast	2	23	0	8
Request				
PR-24	0	0	0	0
Evaluation Training	0	0	0	0
SFA/CPR/AED	0	0	0	0
NEO	0	0	0	0
Common Core	0	0	0	0
OIS	0	0	0	0
OC End User	0	0	0	0
Female Body Search Review	0	0	0	0
DOCJT	0	0	0	0
P&P Sensitivity Training	0	0	0	0
Computer	0	0	0	0
Classification Training	0	0	0	0
Specialized	0	0	0	0
MILO	0	0	0	0
Totals:	52	584	58	1,335

<div> <div>Division of Corrections Training Classroom Activity</div> <div>2009</div> <div>WRTC</div> </div>				
	Number of times Conducted	Number of Trainees	Housed if Applicable	Instruction Hours
Standard				
CO Basic Week 1	7	158	4	280
CO Basic Week 2	7	140	2	280
CO Basic Week 3	7	135	2	280
Deputy Jailer	11	292	0	196
Probation & Parole In-Service	4	74	0	64
P&P Basic Week 1	0	0	0	0
P&P Basic Week 2	0	0	0	0
CC/OIS	0	0	0	0
Specialized				
Basic CERT	1	85	85	40
Basic Supervisors Course	2	24	0	80
Chemical Agents	0	0	0	0
Corrections Professionals	2	28	0	16
Defensive Tactics - Instructor	0	0	0	0
FA Instructor Re-Qualification	3	47	0	32
FA Revolver/Shotgun Instructor	1	9	0	40
FA Rifle Instructor	1	8	0	40
FA Semi Auto Instructor	0	0	0	0
Jail CERT	1	23	0	40
Joint CERT	0	0	0	0
Program Reviews	0	0	0	0
TASER - End User	6	53	0	40
Train-the-Trainer	1	6	0	40
Train-the-Trainer Standard First Aid	0	0	0	0
Crimcast	0	0	0	0
Request				
PR-24	0	0	0	0

Evaluation Training	1	1	0	8
SFA/CPR/AED	0	0	0	0
NEO	0	0	0	0
Common Core	0	0	0	0
OIS	0	0	0	0
OC End User	2	27	0	8
Female Body Search Review	1	6	0	1
DOCJT	2	49	0	80
P&P Sensitivity Training	1	57	0	4
Computer	0	0	0	0
Classification Training	1	42	8	0
Specialized	0	0	0	0
MILO	3	68	0	12
Totals:	65	1,332	101	1,581

The next chart is a consolidated activity report for the entire DCT.

Division of Corrections Training Classroom Activity TOTALS				
	Number of times Conducted	Number of Trainees	Housed if Applicable	Instruction Hours
Standard				
CO Basic Week 1	23	652	79	920
CO Basic Week 2	23	500	76	920
CO Basic Week 3	23	480	75	920
Deputy Jailer	45	920	0	740
Probation & Parole In-Service	19	446	218	304
P&P Basic Week 1	4	54	37	160
P&P Basic Week 2	4	50	33	160
CC/OIS	0	0	0	0
Specialized				
Basic CERT	1	85	85	40
Basic Supervisors Course	6	58	3	240
Chemical Agents	1	11	3	40
Corrections Professionals	6	116	19	48
Defensive Tactics - Instructor	2	14	1	32
FA Instructor Re-Qualification	14	160	3	124
FA Revolver/Shotgun Instructor	11	43	10	128
FA Rifle Instructor	3	19	0	120
FA Semi Auto Instructor	2	18	7	72
Jail CERT	1	23	0	40
Joint CERT	0	0	0	0
Program Reviews	1	9	0	3
TASER - End User	14	134	0	156
Train-the-Trainer	3	25	1	120
Train-the-Trainer Standard First Aid	3	19	0	120
Crimcast	6	58	0	22
Request				
PR-24	0	0	0	0
Evaluation Training	1	1	0	8
SFA/CPR/AED	0	0	0	0
NEO	9	111	0	360



Common Core	22	489	0	320
OIS	16	324	0	256
OC End User	2	27	0	8
Female Body Search Review	1	6	0	1
DOCJT	2	49	0	80
P&P Sensitivity Training	1	57	0	4
Computer	2	21	0	8
Classification Training	1	42	8	0
Specialized	1	21	0	4
MILO	3	68	0	12
Totals:	276	5,110	658	6,490

This chart lists the district, the institution or the facility trainees were assigned to, the training center the trainee received instruction and the total number of trainees who participated in training from an institution, district or facility.

#### Number of Students Trained by Institution/District/Facility

Institution/District/Facility	CRTC	ERTC	WRTC	Total
BCC	60	2	6	68
BCFC	8	8	8	24
EKCC	1	124	8	133
FCDC	19	1	0	20
GRCC	5	0	198	203
KCIW	134	0	12	146
KSP	2	0	268	270
KSR	1080	0	11	1091
LSCC	0	169	11	180
LLCC	148	0	8	156
NTC	98	1	25	124
RCC	156	0	7	163
WKCC	12	0	189	201
P&P D-1	5	0	94	99
P&P D-2	5	0	37	42
P&P D-3	25	0	6	31
P&P D-4	36	0	0	36
P&P D-5	39	0	0	39
P&P D-6	34	1	0	35
P&P D-7	55	0	0	55
P&P D-8	7	23	0	30
P&P D-9	50	1	0	51
P&P D-10	11	22	0	33
P&P D-11	10	24	0	34
P&P D-12	49	0	0	49
P&P D-13	7	0	8	15
P&P D-14	28	1	0	29
P&P D-15	9	26	0	35
P&P D-16	26	1	0	27
P&P D-17	37	0	0	37
P&P D-18	34	0	0	34
P&P D-19	31	0	0	31

Private Prisons	0	6	3	9
Jails	519	136	380	1035
KCI	0	0	0	0
Central Office			0	0
Other			49	49
DCT Central Office			0	0
ERTC			0	0
WRTC			4	4
CRTC			0	0
	2,740	546	1,332	4,618

## CENTRAL REGION TRAINING CENTER (CRTC) ACCOMPLISHMENTS

In October of 2009, Branch Manager Mary Godfrey accepted a position within the Division of Adult Institutions in Frankfort. Steve Faulkner (Branch Manager of Western Region Training Center) became the Branch Manager of CRTC.



### CRTC strived to improve its Morale, Expertise and Working Conditions

During 2009, CRTC worked diligently to continue the excellent working relationship developed with the seven (7) institutions within the Central Region. The working relationship with Probation and Parole and the Jailers remains high. In August 31, 2007, a new training building was dedicated and named the Harold E. Black Training Center. Since the new building became available, CRTC has accommodated



specialized Institutional and Probation & Parole training. It is rare that a room is vacant. In November 2008, the DCT and KSR agreed to pursue an initiative to expand the DCT role in institutional staff training. The CRTC was selected to partner with the Kentucky State Reformatory. The initiative was completed at the end of 2009, with outstanding results in the KSR ACA audit and the KSR annual training program. It was subsequently decided however, that the Institutional Training Coordinators (ITC) would remain a part of the institutional staff.

### CRTC TECHNICAL ABILITIES

The CBT/Curriculum Branch continue to be housed at the CRTC. Staff has worked diligently with the CRIMCAST programs and training others in the application and maintaining training records. After experiencing problems with access to the intranet due to IT problems, CRTC has loaded most of the classes to external drives in order to be able to present classes when the intranet is not available.

### CRTC has strived to be Fiscally Prudent

CRTC instructors continue to perform numerous physical plant maintenance and new initiatives, such as wiring classrooms for sound,



**MILO SIMULATOR  
TRAINING - ERTC**

installing refurbished AV equipment in the older classrooms, etc... in order to keep costs at a minimum. With the addition of the new training building, CRTC has classrooms which will accommodate the large numbers of trainees which has become the norm. The new training building provided CRTC with state of the art audio visual equipment. CRTC facilitates numerous training programs for institutions, probation and parole, outside agencies and community/government meetings. CRTC collects and turns in brass for discounts on ammunition

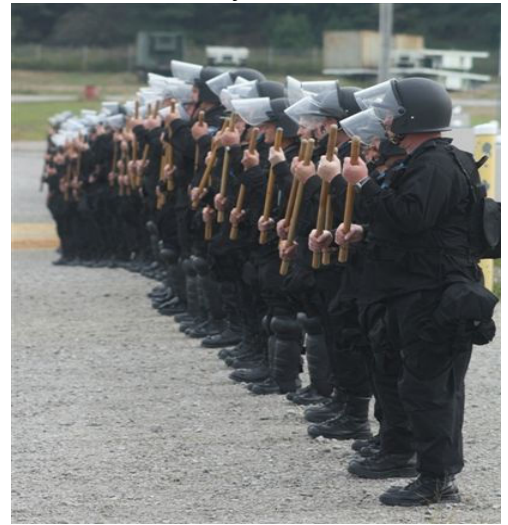
### **Support to Adult Institutions, Probation & Parole & Jails**



The CRTC Branch Manager attends all Probation & Parole Supervisors' meetings to request input into curriculum for the division. CRTC staff attended Training Advisory Committee (TAC) meetings at all seven (7) of the institutions within the region. CRTC, and the institutions they serve, continue to maintain a professional and cordial relationship, depending upon each other in times of training assistance. Probation and Parole provided adjunct instructors to assist with the Firing Range, CPR/AED/First Aid and Corrections Defensive Tactics – these adjunct instructors have been invaluable. Staff assisted with Basic CERT and supervised the Probation & Parole Glock Transition Course. Staff continuously work with Adult Institutions and Probation and Parole requesting information which allows them to meet their needs in the area of firearms. CRTC hosted numerous classes for Substance Abuse

#### **2009 CERT BASIC TRAINING**

Program; Mental Health Training, KSR-NEO, Officer In-Service and Common Core. CRTC present Basic Training courses to Jails as requested. CRTC has hosted many meetings throughout 2009. CRTC is a central location; therefore, this site has become a favorite meeting/training facility. CRTC continues to accommodate requests from Institutions, Probation and Parole and outside agencies for training rooms. CRTC has also developed interagency cooperation for training initiatives with Department of Juvenile Justice, Louisville Metro Corrections, National Institute of Corrections and Eastern Kentucky University.



### **The Eastern Region Training Center (ERTC) Accomplishments**

During 2009, the ERTC hosted numerous events to facilitate, or provide training to, Department of Corrections' employees as well as outside agencies and county jailers and their staff to include Adjustment Committee and Investigators Training, CBT Training for Jailers and Mental Health Training. ERTC continued to provide assistance to the help box in KOMS. ERTC strived to improve its Morale, Expertise, Professionalism and Working Conditions.

Monthly (or more frequent) staff meetings were scheduled for planning and maintaining communication and guidance to staff. ERTC celebrated birthdays and holidays with lunch out of the building.



#### **2009 CERT BASIC TRAINING**



## **ERTC TECHNICAL ABILITIES**

Due to the extremely fiscally restrained budget and the training regionalization initiative, the DCT has been unable to purchase the necessary amounts of new training films the DCT would like to utilize within its training programs. ERTC was tasked to produce KY DOC training films and have produced a number of DVDs for use within the DOC and with the county jails. The ERTC continues to pursue additional technology innovations such as a multiple DVD/CD duplicator to facilitate multiple videos and training materials to be developed and reproduced to assist the DOC DCT to support their diverse clientele of corrections professionals within the Commonwealth.

### **ERTC has strived to be Fiscally Prudent**

ERTC used their state vehicle as needed and reimbursement would not be approved for mileage on personal vehicles if the state vehicle was not available. Staff was to minimize overnight stays by traveling to the training site the morning of training or meeting. LSCC provides cleaning supplies and janitors at no cost to DCT. Staff conserves electricity by turning off all lights each night. ERTC coordinated with LSCC/Aramark to provide meals to all academy students. They utilized the Kentucky Library and Archives to obtain videos for training programs, at no cost to DCT, when available. ERTC collects and turns in brass for discounts on ammunition.



**2009 CERT BASIC TRAINING**

### **ERTC Support to Adult Institutions, Probation & Parole & Jails**

ERTC staff attended Training Advisory Committee meetings at all three institutions (once per quarter). Staff increased training opportunities for Deputy Jailers and maintained close contact with all Institutional Training Instructors via phone, email, and meetings. ERTC accommodated every request for training or support of training from Kentucky State Police (Morehead and Ashland Posts), Vehicle Enforcement, Probation and Parole, Central Office and IT Branch including Lee Adjustment Center initial and annual firearms certifications on range. ERTC facilitated TASER training for LLCC, LSCC and BCFC. They coordinated Classification Training for the Classification Branch for LLCC, LSCC and BCFC. Lee Adjustment Center utilized facility to conduct annual Firearms Requalification and initial training.



### **Western Region Training Center (WRTC) Accomplishments**

## **WRTC TECHNICAL ABILITIES**



## **WRTC has strived to be Fiscally Prudent**

WRTC hosted regional recycling meetings, Green River Correctional Complex Family Night, Kentucky State Police TASER classes and DOCJT/EKU classes. Branch Manager Steve Faulkner completed the Commissioner's Executive Leadership Program. Steve also represented Kentucky DOC with TASER International at numerous meetings throughout the year. WRTC strived to improve its morale, expertise, and working conditions. Steve Faulkner transferred to the Central Region Branch in October. Interviews for a new branch manager were conducted in November. Monthly staff meetings were held to ensure all staff was current on training issues and guidance was clear. WRTC staff strived to improve, an already excellent, working relationship with all facilities, not only in the western region but across the state. WRTC staff participated in voluntary team building exercises outside the workplace. WRTC staff celebrated holidays, birthdays and other special occasions as a group. All WRTC staff attended Joint and Basic CERT Training at the Wendell H. Ford Regional Training Center.

Due to Steve Faulkner's status as a TASER Master Instructor, and his work with the TASER Advisory Committee, TASER International has provided equipment, supplies and training certifications to the Division of Corrections Training at no cost to the department. WRTC staff is kept current with the current fiscal situation and have made efforts to keep all operating expenses to a minimum. WRTC staff routinely travel daily to and from out of town training sessions to reduce overnight expenses. WRTC staff obtains prior approval for all purchases and coordinate with finance to expedite receiving orders and payments. WRTC collected and turned in brass for discounts on ammunition. WRTC conserved energy by turning off all lighting in the building when not in use. Staff coordinated with the Kentucky Library and Archives to obtain training DVDs at no cost to the division. The state vehicle was utilized as often as possible when traveling. WKCC provided cleaning supplies, paper supplies and janitor services at no cost to WRTC.

## **WRTC Support to Adult Institutions, Probation & Parole & Jails**

WRTC staff routinely attended TAC meetings at GRCC, WKCC and KSP on a quarterly basis. WKCC uses the Wellness Center for the Self Defense portion of their CC-OIS. Staff facilitated meetings with WKCC, GRCC and KSP as needed. The large classroom has been utilized for retirement celebrations for institutional staff. WRTC hosted local institutions' CERT Training and local Aramark training. Institutional staff was invited to each COBC graduation. U-Select Vending provided a drink and snack machine with the proceeds going to the WKCC Benefit Committee. WKCC includes WRTC in all Benefit Committee activities. Deputy Jailer Training is held in several locations (Warren, Allen, Todd, Logan, Marshall and Fulton Counties) to maintain a good relationship with local jailers. Close contact with all Institutional Trainers is maintained by phone, email



and/or meetings as our relationship with all institutions have continued to improve. WRTC incorporated BCC and NTC trainees into the April COBC.

### Curriculum Branch 2009 Accomplishments

The Curriculum Branch maintained, organized and cataloged updates for the lesson plan library and reviewed and revised the curriculum content. The staff also formatted material, acquisition of information, graphic research archival research and developed or revised powerpoint presentations. The branch became familiar with *Camtasia IShow U Classic* software. Staff created a draft lesson plan addressing “*Less Lethal Munitions*”, presented Computer Basics Course, conducted Crimcast Administrator Training at various locations and reviewed/revised CBT modules. Staff jointly completed lesson plan formatting and review of powerpoints initiated for the 2010 Deputy Jailer Program.

The institutional CBT matrix is listed below:

NEO for CO Basic Academy 7/1/08 - 6/30/09		
001	Introduction to Computer Based Training	1
002	Personnel Processing	5
003	Tour of KY Adult Institutions	5
004	Corrections Policies & Procedures and Institutional Policies & Procedures/ACA Standards	2.5
005	Intro to Code of Ethics	1
006	Intro to Sexual Harassment & Anti Harassment	1
007	Employee Sexual Misconduct w/Offenders & PREA	1
008	Medical Procedures	1
008a	Medical Procedures HIV/AIDS	2
009	Intro to Suicide Awareness	1
010	Tool and Key Control	2
011	Overview of Criminal Justice System	1.5
012	Security and Classification of Inmates	2
013	Social and Cultural Lifestyles of Inmates	1.5
014	Dress Code for Uniformed & Non-Uniformed Staff	1
015	Introduction to Report Writing	1
016	Interpersonal Relations/Counseling Techniques	2
017	Introduction to Inmate Rules and Discipline	1
018	Introduction to Use of Radios	0.5
019	Kentucky Correctional Industries	0.5
020	DOC Chain of Command	0.5
042	Introduction to KOMS	1.5
050	Safe Operation of a 15 Passenger Van	0.5
102	Employee Awareness	2
104	Substance Abuse	1
104a	Drug Awareness	1
<b>Total:</b>		<b>40</b>
Common Core 2009		
007a	PREA	0.5
008	Medical Procedures	1
008a	Medical Procedures HIV/AIDS	2
009	Introduction to Suicide Awareness	1

021	Fire Safety	1
022	Dangerous Contraband	1.5
030	Safety Procedures	1
	<b>CBT Total:</b>	<b>8</b>

The Probation and Parole CBT matrix is listed below:

<b>CBT for P&amp;P Basic 7/1/08 - 6/30/09</b>		
001	Introduction to Computer Based Training	1
005	Introduction to Code of Ethics	1
006	Introduction to Sexual Harassment and Anti-Harassment	1
008	Medical Procedures	1
008a	Medical Procedures HIV/AIDS	2
020	DOC Chain of Command	0.5
037	Personnel Processing for P&P	5
038	Tour of the District	5
041	Employee Sexual Misconduct with Offenders and PREA	2
042	Introduction to KOMS	1.5
043	Appearance and Dress Code for Non-Uniformed staff	0.5
044	Corrections Policies and Procedures and ACA Standards	1.5
045	Overview of CPP Chapters 27 and 28	2.5
046	Use of Force for Probation and Parole	1.5
048	Introduction to Case Management	2
049	Report Writing and Special Reports	1.5
056	Interstate Compact	1.5
051	Evidence Preservation	1.5
052	Open Records	1
053	Overview of the Criminal Justice System	1.5
054	Dynamics of Domestic Violence and Sexual Assault	2
055	Court Room Testimony	1
104	Substance Abuse	1
104a	Drug Awareness	1
<b>Total:</b>		<b>40</b>
<b>P&amp;P Common Core 2009</b>		
026	Code of Ethics	0.5
027	Sexual Harassment and Anti Harassment	1
008	Medical Procedures	1
008a	Medical Procedures HIV/AIDS	2
030	Safety Procedures	1
022	Dangerous Contraband	1.5
052	Open Records	1
<b>Total:</b>		<b>8</b>

The Deputy Jailer 2009 classroom agenda is listed below:

**Deputy Jailer 2009  
Annual Training**

<i><b>Day 1</b></i>	
8:00-8:30	Introduction/Registration/Orientation
8:30-10:30	Inmate Rights (1st, 4th, 8th, 14th Amendments)
10:30-11:30	Grievance Mechanism/Inmate Access to the Courts
11:30-12:30	<b>LUNCH</b>
12:30-4:30	501 KAR 3:140 (Mental Health and Suicide Issues)
4:30-5:00	Life Safety Issues

<i><b>Day 2</b></i>	
8:00-8:30	Open Records
8:30-9:30	Use of Force
9:30-10:30	Report Writing
10:30-12:00	Transportation Review
12:00-1:00	<b>LUNCH</b>
1:00-3:00	Security Threat Groups
3:00-4:30	Dangerous Contraband
4:30-5:00	Evaluation/Summary

The Corrections Professional 2009 agenda is listed below:

**Corrections Professional 2009  
Annual Training**

<b>TIME</b>	<b>TOPIC</b>	<b>GROUP</b>
8:00-8:30	Professional Inauguration: Welcome/Introduction/Orientation	All
8:30-12:00	Business Etiquette: More Than Just Eating With the Right Fork	All
12:00-1:00	<b>Lunch</b>	All
1:00-2:30	Does Anyone Komprehend? KOMS Question/Answer Session	P&P
1:00-2:30	It's A Jungle Out There: Surviving in the Multigenerational Workforce	Institutions
2:30-4:00	Does Anyone Komprehend? KOMS Question/Answer Session	Institutions
2:30-4:00	It's A Jungle Out There: Surviving in the Multigenerational Workforce	P&P



## Personnel Status

The Division of Corrections Training has 24 authorized positions divided amongst the Directors Office; the Curriculum Branch and the three Regional Training Centers. Within the Director's Office: there were no personnel changes during 2009. CRTC: Branch Manager Mary Godfrey accepted a position in Frankfort. This position was filled by Steve Faulkner from the WRTC. Administrative Secretary Beth Young accepted a position outside of DCT. This position remained vacant July – December of 2009. WRTC: Upon Steve Faulkner transferring to CRTC, the WRTC remained vacant from Oct. Branch Manager position at – Dec. of 2009. Kurt Garner was



2009 CERT BASIC TRAINING



promoted from Instructor Coordinator I to II in April of 2009, as a result to a vacancy from the previous year. Donnie Youngblood was hired to fill Kurt Garner's position as an Instructor Coordinator I at WRTC. ERTC had one staff on medical leave for an extended period of time. There were no personnel changes within ERTC.

## Summary

In summary, during 2009, the DCT continued to improve its ability to efficiently deliver training to the corrections professionals within the Commonwealth on a regional basis and to effectively provide training to corrections professionals by use of both CBT and classroom instruction. During 2009, the DCT began preparing for American Correctional Association (ACA) accreditation. The DCT looks forward to 2010. We will continue to pursue excellence in training and progress toward implementing new ideas, methods and tactics; in order to ensure the Kentucky Department of Corrections, Division of Corrections Training, is considered among the nation's best correctional training organizations.



The Division of Corrections Training would like to thank Ms. Rose Ryan of the Western Region Training Center for her dedication of photography to capture the hard work and the many faces and facets of the training we conduct throughout each year.